

Hilliard Bradley PTO



MEETING DATE: **AUGUST 6, 2019**

MEETING MINUTES

ATTENDEES: Principal Mindy Mordarski, President Crystal Billman, Treasurer Jerri Letcavits, Secretary Rita, Martin, Angie Copeland, Stephanie Lambert.

I. TREASURER'S REPORT.

1. Jerri reviewed the bank account details including income, expenses and profits from last year. Re-affirmed that we need to better track expenses this year for supplies donated by PTO members.
2. Stephanie reported that the ISPTO recommends we not reimburse sales tax because we are a tax-exempt organization. A motion was made and approved to stop reimbursing sales tax amounts on receipts submitted for reimbursement. Jerri confirmed that the appropriate tax forms can be provided in lieu of reimbursement.
3. We discussed the success of the 4th of July fundraiser and the plan to participate in future events. Jerri sent a thank you note to the event organizer.
4. We reviewed the fundraising details from the Texas Roadhouse fundraiser.
5. Jerri confirmed that our Tax Form 990 was filed timely.

II. PRESIDENT'S REPORT.

1. We need to plan for teacher meals this year. Following discussion, a motion was made and approved to allocate funds to cover the cost of the 3 teacher meals that we will host this year. President Billman will confirm the amounts needed for each meal so that the budget can be updated.
2. President Billman set up a new email address for the PTO through gmail, so we can retire the aol address. We need to update the email address wherever we share that information (website, Amazon Smiles, etc.).
3. We will have a table at the Freshman Parent Orientation event on August 13 at 7:00 p.m.
4. Cookie Day schedule will stay the same this year.
5. Texas Roadhouse can cater the teacher convocation lunch for \$550. Menu will include a salad with chicken, baked potato, rolls, and Crystal will provide watermelon or cookies.

III. ISPTO REPORT.

1. No meetings or other updates for ISPTO yet this year.

IV. SECRETARY'S REPORT.

1. Necessary updates for the PTO website were discussed. Any missing meeting minutes from last year will be added, as will the dates for all of the 2019-2020 meetings and our new gmail email address.
2. Jerri confirmed we need to acknowledge Molly Maid and Children's Castle Educare for their donations made last year. Jerri will be sending the letter to businesses again this year to solicit donations, so any additional donors will be added to the website going forward.

V. PRINCIPAL'S REPORT.

- 08/12 Freshman Jag Day
- 08/13 Jag Days - 10:00 a.m. to 12:00 p.m.
- 08/13 Freshman Parent Orientation - 7:00 p.m.
- 08/19 Teacher Convocation lunch - PTO to sponsor; 11:30 setup for 12:00 lunch
- 10/16 Parent Teacher Conference dinner
- 02/12 Parent Teacher Conference dinner

VI. NEW BUSINESS

1. We will schedule the first Coffee Cart at our September meeting..
2. We need to decide how to fund the holiday family donations we make each year. We need to budget the expense and could use the funds from the TR rolls fundraiser, or funds donated by parents between now and September. Last year we donated \$600.
3. The PTO scholarship needs to be managed by someone other than Angie, since her daughter will be applying. Stephanie Lambert volunteered to manage the process and Angie will make sure she has all of the information she needs. It was discussed and agreed that we will plan to budget for two scholarships for this year instead of one.

Next Meeting: Tuesday, September 3rd, 7:00 p.m. in the Hilliard Bradley Media Center.